

**REQUEST FOR JOB CONSIDERATION WHILE ON LEAVE**  
**MERIT ASSIGNMENT PROGRAM**

FROM                    | TO  
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**INSTRUCTIONS**

Any employee who will be on leave 5 or more consecutive workdays and wishes to be considered for any appropriate competitive vacancy should complete items 1 through 9.

2. EMPLOYEE'S NAME

3. DIVISION

4. TELEPHONE NUMBER

5. PRESENT TITLE

6. SERIES AND GRADE

7. JOB TITLES, SERIES, AND GRADE LEVELS FOR WHICH YOU WISH TO BE CONSIDERED

8. EMPLOYEE'S SIGNATURE

9. DATE PREPARED

**SUBMIT TO:**